

# CLASS SIZE AND COMPOSITION PROCESS REQUEST FORM

This form is to be used in conjunction with Article VIII: Section L of the *Agreement Between the Board of Education Decatur Public School District No. 61 and The Decatur Education Association*. The request for an informal meeting cannot occur until after the 12th day of school.

This form signifies the request for an informal meeting within 10 days to resolve a concern relating to class size, class composition, or special circumstances that could not be resolved at the informal level.

**Date:** \_\_\_\_\_

**School/Department:** \_\_\_\_\_

**Impacted Teacher(s):** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_

**Current Enrollment:** \_\_\_\_\_

**Statement of Concern with attached evidence:** \_\_\_\_\_

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**What was/were the attempted resolution(s) discussed at the informal level?** \_\_\_\_\_

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**Problem-Solving Notes (to be taken during the meeting):** \_\_\_\_\_

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**Mutually Agreed Resolution (examples on next page):** \_\_\_\_\_

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(Examples are not limited to these listed. The problem-solving approach encourages creativity.)

- Schedule classes collaboratively with another teacher and share students
- Utilize special education teacher as a co-teacher if applicable
- Observation from behavior specialist
- Hire a teaching assistant
- Move or redistribute students
- Utilize reading recovery teacher if applicable
- Co-teach across grade levels
- Divide Class and hire additional teacher

**Date of Resolution\*:** \_\_\_\_\_

**Quarterly Monitoring Dates:** \_\_\_\_\_

**Teacher(s)** \_\_\_\_\_  
(Signature)

**Association Representative** \_\_\_\_\_  
(Signature)

**Supervisor** \_\_\_\_\_  
(Signature)

**District Representative** \_\_\_\_\_  
(Signature)

*Send completed form to the Assistant Superintendent of Teaching and Learning, Director of Human Resources, and President of Decatur Education Association.*

\*If the parties do not come to a resolution, a formal meeting must take place within seven (7) school days. The affected teacher, their supervisor, the Director of Human Resources or designee and the Association President or designee will be required to attend.